

State of Vermont Internship Program

Examples of Past Internships

Environmental Science Intern, Waterbury

Agency of Natural Resources, Central Office, Division of Management Services

Position Objective: To provide intern with training and experience in wetland monitoring and assessment.

Major Tasks: Assist wetland ecologist with field work in wetland sampling, plant identification, water sampling, and equipment calibration.

Final Product or Outcome: The successful assessment of 20+ wetlands.

Estimated Hours per Week: 24-40 hours per week, negotiable

Compensation: Unpaid

Minimum Qualifications: The ideal candidate will have an educational focus on botany or a strong interest in plants and wetlands.

Communications Intern, Montpelier

Department of Education, Commissioner's Office

Position Objective: To participate in assisting the Commissioner and Department in effective communications.

Major Tasks: Daily news clips, conducting telephone interviews, attending meetings, formatting and editing documents, website work.

Final Product or Outcome: Completed interviews for teacher recruitment process; help in reading, developing and formatting documents for web publication.

Estimated Hours per Week: 10-20 hours per week, negotiable

Compensation: Unpaid

Minimum Qualifications: The ideal candidate will be personable, professional, organized and interested in learning about other programs. Candidate must possess strong speaking and writing skills and the ability to use Microsoft Word.

Assistive Technology Program Intern, Waterbury

Agency of Human Services, Department of Disabilities, Aging, and Independent Living, Division of Vocational Rehab

Position Objective: To create a searchable web-based inventory that includes pictures and descriptions of all Assistive Technology items available for loan and demonstration through the Assistive Technology Program.

Assistive Technology is any piece of equipment or device that enables a person with a disability to have greater independence, productivity and confidence in their home, at work, at school or in the community.

Major Tasks: Inventory and photograph Assistive Technology items, write item descriptions, assist Coordinator in quality assurance checks, make follow up and data collection calls to people who have used the Assistive Technology reuse website, www.getatstuf.com.

Final Product or Outcome: A searchable inventory that includes pictures, titles, descriptions, and current MSRP of items the Assistive Technology Program has for loan or demonstration. The inventory will be made public on the program's website.

Estimated Hours per Week: 24-32 hours per week, negotiable

Compensation: \$8.49-\$12.79 per hour, depending upon experience

Minimum Qualifications: The ideal candidate will be customer service oriented, computer literate, familiar with digital cameras, attentive to detail and able to work independently.